STAFF VACANCY

Position: Library IT Manager
Location: **Berwyn, Illinois**
Salary: **Commensurate With Experience**
Application Deadline: **October 19th 2010**

POSITION DESCRIPTION:

Under the supervision of the City Information Technology Director, Library IT Manager provides for full management, support and service, at all levels, of the library's IT systems.

ESSENTIAL FUNCTIONS:

- Establishing policies and procedures as well as adhering to overall City IT policies
- Interpreting, enforcing best practices and regulations in regards to public computing resources
- Integrating new, beneficial technologies and services into library processes
- Providing secure computing environments, including the segregation of public and private library networks
- Purchasing, budgeting, planning library IT annual expenditures
- Integrating existing City IT infrastructure, centralizing computing resources when desired
- Streamlining and automating maintenance tasks, deployments, break-fix scenarios
- Researching, writing, and applying for library-related technical grants
- Collaborating with City IT staff in effort to standardize platforms, software, etc.
- Ensuring highly available, dependable computer networks
- Determining, planning, and executing technological goals and objectives

REQUIRED ABILITIES:

- Understanding of and impressive experience with Windows-based server management, software consolidation, hardware repair
- Core competencies in fundamentals of TCP/IP networking, enterprise design and architecture, remote services
- Ability to lead vision, management, and support for all IT-related responsibilities
- Friendly, open-minded, and professional attitude required under stressful situations
- Excellent communications skills, adaptable to wide-range of personalities
- Must be able to pass criminal background check
- Must be able to lift and carry 60 lbs.

EXPERIENCE AND TRAINING:

- Bachelors' (in related IS field) required
- A+/Network+/MCP or equivalent certification required
- CCNA/MCSE preferred
- Library IT management experience strongly preferred
- Minimum of 5 years experience in progressively complex Information Technology, PC support, and/or related technology architecture required

APPLICATIONS:

May be obtained at Berwyn City Hall, 6700 W. 26th Street, Berwyn, Illinois 60402 and at the city website www.berwyn-il.gov. All applications must be returned to Berwyn City Hall by 5:00 PM on October 19th, 2010.

AN EQUAL OPPORTUNITY EMPLOYER:

All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or unfavorable discharge from military service.